

C O U N C I L      C O M M U N I C A T I O N

TO:     THE CITY COUNCIL  
FROM:   THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE  
JANUARY 16, 1991

SUBJECT:   REALLOCATE RISK MANAGER/SAFETY OFFICER POSITION TO ADMINISTRATIVE ASSISTANT  
             TO THE CITY MANAGER

PREPARED BY:                      City Manager

RECOMMENDED ACTION:            That the City Council approve the class title change from  
   Risk Manager/Safety Officer to Administrative Assistant to  
   the City Manager.

BACKGROUND INFORMATION:       The 1990-91 budget provides for the new position of Risk  
   Manager/Safety Officer. This position was recommended by  
   staff and subsequently authorized by the City Council  
   because of the recognized need to establish a consolidated  
approach to the vital function of risk management. At present the risk management  
functions are spread throughout City offices. The processing of public liability and  
property damage claims is done in the City Clerk's office. Workers' Compensation  
claims are administered by the Personnel office. Safety and training activities are  
administered in the City Manager's office. The Public Works Department performs the  
majority of claims investigation work. The City Attorney and the Assistant City  
Manager are also peripherally involved.

The recent appointment of the new Administrative Assistant to the City Manager, Kirk  
Evans, brings to the City of Lodi experience in the areas of both risk management and  
solid waste management. This has resulted in the re-thinking of how the various  
support functions assigned to the City Manager's office might best be administered.  
It is in the City's best interest to assign responsibilities in the previously noted  
two critical areas - risk management and solid waste management - to the position held  
by Mr. Evans because of his particular expertise in those fields. The responsibility  
for safety and training, normally functions of a risk manager position, will be  
assigned to the second Administrative Assistant position. Thus, the risk manager  
functions will be split between two generalist positions which will provide the City  
with more flexibility in the assignment of various administrative responsibilities.  
The areas of responsibility will be:

Administrative Assistant #1

- . Risk Management
  - a) Workers' Compensation
  - b) Liability
- . Solid Waste Management (AB 939)
- . Budget
- . Labor Relations (negotiations)
- . Special Studies/Projects

Administrative Assistant #2

- . Safety and Training
- . Emergency Services
- . Hazardous Waste
- . Telecommunications
- . Public Information
- . Sister-City Liaison
- . Special Studies/Projects

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The compensation range will be the same as the existing position and is within the amount previously approved in the 1990-91 budget by the City Council for the Risk Manager position.

Respectfully submitted,

A handwritten signature in cursive script, reading "Thomas A. Peterson".

Thomas A. Peterson  
City Manager

TAP:br

Attachment

CCCOM113

RESOLUTION NO. 91-12

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE CHANGE IN TITLE OF THE RISK MANAGER/SAFETY OFFICER  
TO THE NEW TITLE OF ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER

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WHEREAS, the 1990-91 Budget provides for a new position of Risk Manager/Safety Officer; and

WHEREAS, it has been determined that the needs of the City would best be served by reallocating the title of this position to that of Administrative Assistant To The City Manager;

NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council hereby approves the change in title from Risk Manager/Safety Officer to the new title of Administrative Assistant To The City Manager.

Dated: January 16, 1991

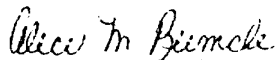
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I hereby certify that Resolution No. 91-12 was passed and adopted by the Lodi City Council in a regular meeting held January 16, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider  
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Alice M. Reimche  
City Clerk